



WASHINGTON STATE
CRIMINAL JUSTICE TRAINING COMMISSION
First Level Supervision #4127-3

ADDITIONAL COURSE INFORMATION

Dates	August 19-23, 2013
Location	WSCJTC 19010 1 st Ave S Burine, WA 98148
Class Hours	Monday-Friday 0800-1700
Travel/Meals & Lodging	Law Enforcement attendees and Corrections attendees working at least 40 miles from the training site are eligible to be registered as live-in participants.
Costs	\$0 Mandated / Non-mandated personnel will be charged \$200.00.
Dress Code	You are representing your agency when you are at the WSCJTC. Your professional attire of a uniform, agency logo clothing or business casual is appropriate for attending class. Agency ID and/or badges must be worn on the outside and visible when not in uniform or agency logo clothing.
Pre-Course	Read "Coach?Mentor?Leader?Manager". www.cjtc.state.wa.us/http://www.cjtc.state.wa.us/index.php?option=com_content&view=article&id=244&Itemid=10 Requirement: Laptop, battery, and extension cord Note-taking items such as notebook paper, pens, and pencils, will <u>not</u> be made available at the training site, and are the responsibility of each attendee.
Telephone	EMERGENCY ONLY: 206-835-7300 Messages of a non-emergent nature will not be taken.
Firearms	Firearms will not be used in this course.
Attendance	Certificates of completion will be awarded to those attendees who successfully complete the course in its entirety. Instructors must pre-approve any time out of class.
Cancellation Deadline	Aug 12, 2013 Notify the Registrar's Office via e-mail registrar@cjtc.state.wa.us . Your agency will be billed \$50 or the course fee whichever is greater, for late cancellations and no shows. No exceptions will be made.

**Responsibility
for Injuries**

Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must, be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft or other causes. Each attendee must understand that this training is at the attendee's own risk.